

Since 2010, the OPI has required schools to create Mini-ERs for students with hard copy Evaluation Reports in their files but no ER in AIM. This year Mini-IEPs will also be required for students with hard copy IEPs in their files but no IEP in AIM. For reporting purposes, the OPI must be able to identify special education students in AIM, and an IEP and ER are essential to that process. Going forward, please ensure the following information exists in AIM by Child Count Day (the first Monday in October) for all special education students:

- ER or Mini-ER
- IEP or Mini-IEP

Directions for Creating A Mini-Evaluation Report in AIM

1. On an ER in AIM put the date of the hard copy of the most current Evaluation Report.
2. Select the type of evaluation that was completed - Initial or Reevaluation.
3. Enter the Date Consent Received. If the Permission to Evaluate form is not readily available, use the date of the Evaluation Report.
4. SAVE (not Save and Continue).
5. In the Evaluation Outline on the left of the screen, select the "Eligibility Determination" editor.
6. In the text area for Disability Criteria, enter "See Hard Copy Evaluation Report dated" with the date of the report. Enter this same information in the text area for, "Why does the student need special education?"
7. Check the disability category(ies) for which the student was identified.
8. SAVE (not Save and Continue).

9. Go to the "Evaluation Report Notes" editor and enter "See Hard Copy Evaluation Report dated ..." with the date of the report.
10. Save.
11. Return to the "Student Information" editor. Check the "Evaluation Completed" checkbox and save.
12. Click on the "Documents" tab to return to the documents list for the student. The student will now be indentified in the AIM system as a special education student.

NOTE: This mini-Evaluation Report DOES NOT need to be printed out and placed in the student's file. It exists solely as data points for determining the student's disability on his/her IEP in the AIM System.

Directions for Creating a Mini-IEP in Aim

1. Put in the date of the hard copy of the IEP currently in use.
2. Put in the date of last Comprehensive Evaluation.
3. Put in all required information for Special Education Services and Related Services on the appropriate editors.
4. On the State Reported Data page, click on Get Special Ed Status from Enrollment and Get Dominant Disability from Evaluation. Put in Total Instructional Minutes (per week) and click on the Auto-Calculate Special Ed Setting button.
5. On the IEP Notes page – put in this statement: This IEP is for data purposes only; the original IEP exists in the hard copy file.
6. Both the Mini-ER and the Mini- IEP must be locked.
7. Make sure that the students are identified as special education in your district's main student information system (e.g., PowerSchool, Schoolmaster, etc.).